

# HOW TO USE THIS VIDEO TRAINING COURSE

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**This is your orientation document that outlines some very important things you should know before starting your Primavera P6 Professional on-line video training course. Please read this document carefully to get the most from your training investment.**

## **1 How to use this video training course.pdf**

This document: your orientation for this training course.

**If you intend to install Primavera P6 Professional on your computer, please download items 2 & 3 listed below.**

## **2 Download the 'Downloading Primavera P6.pdf' document**

If you plan to install Primavera P6 Professional on your computer, then download this document from the training site's Welcome page for a detailed explanation of how to obtain the correct version of the software from the Oracle e-delivery software cloud.

## **3 Download the 'Primavera P6 Installation Instructions.pdf' document**

To install Primavera P6 Professional on your computer, you will need to download the following document from the training site's Welcome page and follow the instructions carefully in order to have a working standalone copy of the software.

## **4 Download the Primavera P6 Exercise Worksheet**

Make sure you download the **Primavera P6 Exercise Worksheet.pdf** from the training site's Welcome page. This document gives you practical exercises to perform after each of the video lessons are completed. We recommend you print it to hard copy and follow the exercise after each lesson. You will need to have access to a working copy of Primavera P6 Professional to perform the exercises.

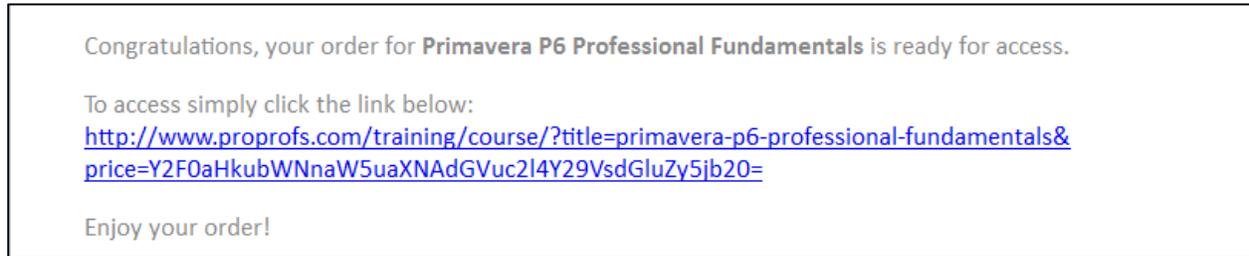
*Note: you will need the **Adobe Reader** installed on your computer to view the Primavera P6 Exercise Worksheet. Go to: <http://get.adobe.com/reader/> to download the Adobe Reader.*

## **5 Download the Training Course Data Files**

This link allows you to download a zip file that contains Primavera P6 Professional exports of the sample lesson project in the native P6 XER format. You can restore these files from within Primavera P6 Professional to save you entering data for every activity, relationship and resource assignment required to continue the course. You can import these files at any time once you have completed some of the data entry described in the video lesson. As soon as you are comfortable with the techniques, import these XER files to load the remaining project data. Instructions for importing these files can be found on page 31 of the Primavera P6 Exercise Worksheet.

## 6 Logging in to the Training Site

It is **VITAL THAT YOU KEEP THE LINK** that was emailed to you by ProProfs when you ordered the class (see example below). This link is your unique access to the web site. Do not lose this link. If you plan to run this course on more than one computer, perhaps a desktop and a laptop, make sure you have access to this link on any additional computers you intend to use.



## 7 How to access and use the Video Training Website

Follow these next steps to understand how to use the training web site and the supporting tools and documentation.

1. Use the link in the ProProfs order confirmation email to access your training account.



2. When you arrive at the site, simply enter your name and email address in the fields provided at the bottom of the page. You do not need your login or password as long as you use the emailed link to access the website; as previously described.

<b>Lesson 4 – Activities</b>	<b>Name</b>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
<b>Lesson 5 – Relationships and Con...</b>	<b>Enter Email</b>	<input type="text" value="john.smith@mycompany.com"/>	
<b>Lesson 6 – Critical Path Method</b>	<input type="button" value="Start"/>		
<b>Lesson 7 – Resources</b>			

3. Click the **Start** button.
4. Use the navigation area on the left of the page to access video lessons and quizzes for each chapter.

Chapter | Lesson 1 - Introducing Primavera P6 Professional

Lesson 1 - Introducing Primavera P6 Professional

2 Sections

**Introduction To Primavera P6 Professional**

**Learning Objectives**

Lesson 1 gets you started with Primavera P6 professional by giving you a thorough overview of the interface and views you will be using throughout the rest of this course. Primavera is a vastly capable system with many views, features and concepts that must be understood in order to get the most out of using the tool.

**VIDEO: Lesson 1** is lesson you will understand how to navigate Primavera P6. You will also be aware of its enterprise capabilities, it's menus and tool bars and how to personalize the interface for your particular needs.

- Watch the lesson video to learn the concepts and techniques for the lesson subject. You can use the timeline indicator at the bottom of the video to review topics, go back to earlier segments or skip forward to later topics.

**VIDEO: Lesson 2**

Primavera P6 Professional Fundam... 15% Complete

**Center Office Building A**

Activity Name	Original Duration	Remaining Duration	Schedule %
Center Office Building A	100	100	100%
Design and Engineering	100	0	100%
Design Building Addition	50	0	100%
Start Office Building Addition Project	0	0	100%
Review and Approve Designs	22	0	100%
Assemble Technical Data for Heat Pump	7	0	100%
Review Technical Data for Heat Pump	27	0	100%
Start Foundation	140	36	24%
Begin Building Construction	0	0	100%
In Preparation	43	0	100%
Excavation	24	24	100%
Install Underground Water Lines	12	12	100%
Install Underground Electric Conduit	12	12	100%
Form/Pour Concrete Footings	24	24	100%

02:10

- One you have learned the subject of the video, use the **Quiz** option to test your knowledge.

Primavera P6 Professional Fundam... 19% Complete

**Lesson 2**

**Total Questions : 4**

**Q.1)** True or False: a project doesn't have to be Open to edit it.

A.  True

B.  False

**Q.2)** True or False: you can have more than one project open at a time.

A.  True

B.  False

**Q.3)** Which of the following is not a valid Mode for opening a project?

A.  Shared

B.  Exclusive

7. Finally, use the **Primavera P6 Exercise Worksheet** and your own copy of Primavera P6 Professional to create your own project and enter data as you've been shown in the videos. This will give you hands-on practice and reinforce the lessons for better retention.
8. Ten Six have provided a number of supporting data files that will help you follow the course. These are backups of completed exercises saved in the Primavera P6 Professional .XER export format. You will find instructions on how to load these files into Primavera P6 on page 31 of the Primavera P6 Exercise Worksheet.

***Note: you can go back to any lesson video at any time to review the lesson. You can do this for a period of 90 days after you first ordered the course, giving you plenty of opportunity to review lessons and brush up on your skills.***

Congratulations and thank you for choosing the Ten Six Consulting on-line video training course. We wish you every success in the future with Primavera P6 Professional.

Sincerely,

The Ten Six Consulting Team